

VA# 02-047



NORTHERN MARIANAS COLLEGE

Request for Recruitment

MEMORANDUM

To: Director of Human Resources

From: President

1. The President has reviewed the request and has determined that there is a need for the position to be filled. A position description is attached.

Position Title	Director I (Bookstore Manager)	<input type="checkbox"/> New Position
Fill By (date): ASAP	Salary Range: \$25,727.29 - \$35,601.83	<input checked="" type="checkbox"/> Vacant position
Position Description Attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Transfer
Interim President's Signature:	Barbara G. Moir, Ph.D.	Date: 08-15-02

2. Budget Office has reviewed the request, verified the FTE, funding and assigned the account number (s).

FTE #:	From	To	Employee No:
Account No:		UPR02-51010-3-A35T	100%
Account No:		UPR-51010-S-FA410	%
Account No:			%
Account No:			%
Budget Officer's Signature:	David D.E.G. Atalig		Date: 8/19/02

3. Human Resources:

Classification Title:	Director I (Bookstore Manager)	Pay Level: 32
H/R Director's Signature:	Kohne K. Ramon	Date: 8/20/02

4. Remarks:

Vice: Fermina A. Sablan

Approved:





Northern Marianas College
P.O. Box 501250 CK
Saipan, MP 96950
Phone: (670) 234-5498/3690
Fax: (670) 234-0759
Website: <http://www.nmcnet.edu>

VACANCY RE-ANNOUNCEMENT

Announcement No. 02-047

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation or family relationship. The College is an Equal Opportunity Employer.

POSITION TITLE:	Director I (Bookstore Manager)
Pay Level & Step:	32/01 – 32/08
Annual Salary:	\$25,727.29 - \$35,601.83
Location:	As Terlaje Campus, Saipan
Opening Date: 8/21/02	Closing Date: 9/18/02

Nature of the Position:

The position is located in Northern Marianas College's Auxiliary Services, under the direct supervision of the Board of Auxiliary Services. It is charged with the responsibility of planning, organizing, coordinating and directing the operation of the Auxiliary Services; to supervise, train and evaluate staff, and to do related work as required.

DUTIES AND RESPONSIBILITIES:

1. Plan, organize, coordinate and direct the operation of the bookstore to provide needed services at a profit; formulates operating policy;
2. confer with faculty to determine requirements for textbooks and supplies;
3. review store policies and practices;
4. supervise staff in ordering supplies, textbooks, trade-books, equipment, and related store items;
5. supervise and participate in establishing practices, conducting and maintaining inventories;
6. maintain accounting records of income and expenditures;
7. plan, organize, and supervise special and seasonal promotional activities;
8. prepare and arrange for publicity and advertisements;
9. select, train and supervise bookstore employees and assign work schedule;
10. supervise the return of textbooks and the reordering of textbooks;
11. supervise the preparation of correspondence, cash reports, budgetary and other recordkeeping processes.

ABILITIES:

1. Plan, organize, coordinate and direct the operation of retail bookstore;
2. Plan and supervise the maintenance of bookstore accounting records;
3. Supervise, train and schedule the work of bookstore staff;
4. Analyze situations accurately and adopt an effective course of action;
5. Prepare and control an operating budget;
6. Deal effectively with a variety of personalities and situations;
7. Establish and maintain cooperative relationships with faculty, administrators, students, and the public.

MINIMUM QUALIFICATIONS: Graduate from a US accredited institution with a Bachelor's Degree in business or related field plus four (4) years of experience.

How to Apply:

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.nmcnet.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: NMC Application together with official school transcripts, copy of diploma or certificates, police clearance and a copy of a valid passport no later than the closing date of the Announcement. Failure to submit all these documents by the closing date will be acknowledged as incomplete and will be denied for consideration.

Vacancy Re-Announcement 02-047

Northern Marianas College is accredited by the Accrediting Commission for Community and Junior Colleges and by the Senior Commission of Colleges and Universities of the Western Association of Schools and Colleges.



RECEIVED FEB 28 2003

Northern Marianas College

OFFICE OF THE PRESIDENT

Office of Financial & Administrative Services

P.O. Box 501250 • Saipan, MP 96950 U.S.A. • Phone: (670) 234-5498

Fax: (670) 234-0759 • Web Site: www.nmcnet.edu

MEMORANDUM

OF&AS#03-02-002

TO : Elsie M. Dela Cruz *EMD*
Acting Director, Human Resources

FROM : David Dlg. Atalig, Director *DA*

DATE : February 28, 2003

SUBJECT : Revise Position Requirements

Please have the position requirements for the Bookstore Manager Position revised to allow work experience to be substituted in lieu of a degree. The position has been difficult to fill and we want to encourage applicants with work experience to apply for the position. For that reason, please see to it that the position is re-announced before the beginning of spring semester.

Your immediate attention to this matter is appreciated.



Northern Marianas College
Office of Human Resources
P.O. Box 501250 Saipan, MP 96950
(670) 234-5498 Fax: (670) 235-3696
Email: HRO@nmcnet.edu

March 4, 2003

John A. Angello
P.O. Box 501149
Saipan, MP 96950

Dear Dr. Angello:

Thank you for your application for the position of Director I (Bookstore Manager) for our Auxiliary Services which was advertised under VA#02-047.

After a review of the credentials of each of the candidates relative to the requirements of the position, it has been decided that we will be re-announcing the position with a change in our minimum qualification requirements. Therefore, your application will be reconsidered for our re-advertisement. It will be beneficial to submit supplemental documentation detailing your work experience for the position you are applying for.

Our minimum qualifications have been changed to:

Any combination of equivalent to graduate from a US accredited institution with a Bachelor's Degree in business or related field with three (3) years of retail management experience.

If you should have any further questions regarding this matter, please call our office. Thank you for your continued interest with the Northern Marianas College!

Sincerely,

Elsie M. Dela Cruz
Acting Director, Human Resources

MEMORANDUM

TO: President

FROM: Director, Human Resources

SUBJECT: Eligibility List

Date: April 10, 2003

Announcement No	Position Title	Opening Date	Closing Date
02-047	Director I (Bookstore Manager)	10/09/02	Until Filled

Attached is the application for consideration and review of the Selection Committee.

The applicants eligible for the position are:

	Name	Date & Time	
1	Danilo Domingo	4/29/03 8:30am	✓
2	John (Jack) Angello	4/29/03 9:30am	✓
3	Gerald E. Weaver	4/29/03 10:30am	✓
4	Linda Birmingham-Babauta	4/29/03 11:30am	✓
	<i>Nothing Follows</i>		

Elsie M. Dela Cruz

attach(s): Application forms

MEMORANDUM

TO: President

FROM: Director, Human Resources

SUBJECT: Eligibility List

Date: April 28, 2003

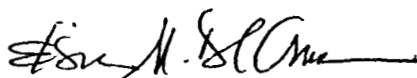
Announcement No	Position Title	Opening Date	Closing Date
02-047	Director I (Bookstore Manager)	10/09/02	Until Filled

Attached is the application for consideration and review of the Selection Committee.

The applicants eligible for the position are:

	Name	Date & Time
1	Danilo Domingo	4/29/03 8:30am
2	John (Jack) Angello	4/29/03 9:30am
3	Gerald E. Weaver	4/29/03 10:30am
4	Linda Birmingham-Babauta	4/29/03 11:30am
5	David B. Roberto	4/29/03 1:30pm
	Nothing Follows	

✓
✓
Adela
WITHDRAWN 4/29/03
RESCHEDULED
5/02 9am


Elsie M. Dela Cruz

attach(s): Application forms

MEMORANDUM

TO: President

FROM: Director, Human Resources

SUBJECT: Eligibility List

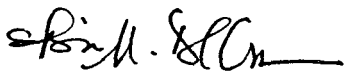
Date: April 30, 2003

Announcement No	Position Title	Opening Date	Closing Date
02-047	Director I (Bookstore Manager)	10/09/02	Until Filled

Attached is the application for consideration and review of the Selection Committee.

The applicants eligible for the position are:

	Name	Date & Time
1	Danilo Domingo	4/29/03 8:30am
2	John (Jack) Angello	4/29/03 9:30am
3	Gerald E. Weaver	5/02/03 9:00am
4	Linda Birmingham-Babauta	4/29/03 11:30am
5	David B. Roberto	4/29/03 1:30pm
6	Tricia I. Benavente	5/02/03 9:45am
	Nothing Follows	



Elsie M. Dela Cruz

attach(s): Application forms


Bookstore Manager
VA : 02-047

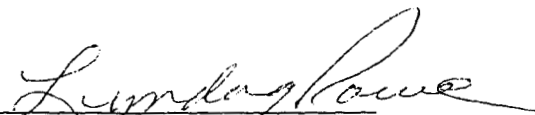
Memo

To: Elsie M. Dela Cruz, Director of Human Resources
From: Interview Committee
Date: May 02, 2003
Re: Recommendation of Appointment

Greetings© We the interview committee has recommended Ms. Birmingham-Babauta for the position of Bookstore Manager. In addition, we are including the top four individuals who ranked high in our rating sheets for the Bookstore Manager as well. We are attaching copies of their applications for your review.

- 1) Linda Birmingham-Babauta
- 2) Jack Angello
- 3) Tricia Benavente
- 4) Eugene Weaver


Shirley Dlg. Blas, Chairman


Linda Rowe, Member


Larry Oney, Member


Polly Deleon Guerrero, Member


Bobbie Hunter, Member



Northern Marianas College

Office of the President

P.O. Box 501250 • Saipan, MP 96950 • Tel: (670) 234-5498
Fax: (670) 234-1270 • Web site: www.nmcnet.edu

Memorandum

Date : May 23, 2003
To : Elsie M. Dela Cruz
Director of Human Resources
From : Kenneth E. Wright, Ph.D.
President
Subject: Recommendation of Appointment

I have reviewed each packet, of the top four employees listed on your memo. I have made my decision after interviewing all the four candidates and decided to select Ms. Tricia Benavente. I believe that her knowledge and strong educational background in Tourism and Hospitality, in addition to her experience working in the service industry will benefit the bookstore's current needs. I also believe that with her concentration on customer services, she will be able to handle the challenges that the bookstore has to offer.

Please make all the arrangements to provide the appropriate contract and conditions of employment for Ms. Benavente. In addition, please do not hesitate to contact me if you have any questions or concerns.

cc : David Dlg. Atalig
Director of Finance & Administrative Services

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Danilo Domingo

Appl /X/ EE / /

Vacancy / Position Director I (Bookstore)

EA / PC # 02-047

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>BA.</u>	<u>B.S. in business administration</u>	<u>* not accredited</u>
Experience:	<u>3</u>	<u>7 yrs. 11 mos.</u>	
Others:			
Numerical Comparison (Substitution)			

II. Placement:

- a. Meets Qualifications Requirements? Yes /X/ No. / /
- b. If yes, exceeds by how many years / months: Yrs Mos
- c. If no to #1 above, lacks how many years / months: Yrs Mos
- d. Salary (PI and step) qualified for:

D. Domingo

Reviewing Personnel Specialist Date

[Signature]

Approving Personnel Supervisor Date 11/05/02

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Linda Birmingham-Babauta

Appl 1 / ✓ / EE 1 / 1

Vacancy / Position Dir. I / Bookstore Mgr.

EA / PC # 02-047

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>BA</u>	<u>AA</u>	
Experience:	<u>3</u>	<u>19 yrs. 11 mo.</u>	
Others:			
Numerical Comparison (Substitution)	<u>4 + 3 = 7</u>	<u>2 + 20 = 22</u>	

II. Placement:

- a. Meets Qualifications Requirements? Yes 1 / ✓ / No. 1 / 1
- b. If yes, exceeds by how many years / months: Yrs Mos
- c. If no to #1 above, lacks how many years / months: Yrs Mos
- d. Salary (Pl and step) qualified for:

El Guerrero 3-17-03
Reviewing Personnel Specialist Date

BC 3-17-03
Approving Personnel Supervisor Date

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Gerald E. WeaverAppl 1 / ✓ / EE 1 / 1Vacancy / Position Dir I. / Bookstore Mgr.EA / PC # 02-047I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>BA</u>	<u>HS</u>	
Experience:	<u>3</u>	<u>8 YRS.</u>	
Others:			
Numerical Comparison (Substitution)	<u>4+3=7</u>	<u>8 YRS.</u>	

II. Placement:

- a. Meets Qualifications Requirements? Yes 1 / ✓ / No. 1 / 1
- b. If yes, exceeds by how many years / months: Yrs ____ Mos ____
- c. If no to #1 above, lacks how many years / months: Yrs ____ Mos ____
- d. Salary (PI and step) qualified for:

[Signature]
Reviewing Personnel Specialist

3-17-03
Date

[Signature]
Approving Personnel Supervisor

3-17-03
Date

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Shari Smithwick

Appl 1 / ✓ / EE 1 / 1

Vacancy / Position Dir. I / Bookstore Mgr.

EA / PC # 02-047

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>BA</u>	<u>BA</u>	
Experience:	<u>3</u>	<u>1 yr, 4 mo.</u>	
Others:			
Numerical Comparison (Substitution)	<u>4+3=7</u>	<u>4+1=5</u>	

II. Placement:

- a. Meets Qualifications Requirements? Yes 1 / 1 / No. 1 / ✓ /
- b. If yes, exceeds by how many years / months: Yrs Mos
- c. If no to #1 above, lacks how many years / months: Yrs Mos
- d. Salary (PI and step) qualified for:

[Signature] 3-17-03
Reviewing Personnel Specialist Date

[Signature] 3-17-03
Approving Personnel Supervisor Date

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Catherine K.S. Chang

Appl /✓/ EE / /

Vacancy / Position Dir.I. / Bookstore Mgr.

EA / PC # 02-047

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>BA</u>	<u>BA+MA</u>	<u> </u>
Experience:	<u>3</u>	<u>0</u>	<u> </u>
Others:	<u> </u>	<u> </u>	<u> </u>
Numerical Comparison (Substitution)	<u>4+3=7</u>	<u>4+2=6</u>	<u> </u>

II. Placement:

- a. Meets Qualifications Requirements? Yes / / No. /✓/
- b. If yes, exceeds by how many years / months: Yrs Mos
- c. If no to #1 above, lacks how many years / months: Yrs Mos
- d. Salary (PI and step) qualified for:

[Signature]
Reviewing Personnel Specialist

3-17-03
Date

[Signature]
Approving Personnel Supervisor

3-17-03
Date

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Janice A. Tenorio

Appl 1 / ✓ EE 1 / 1

Vacancy / Position Bookstore Mgr. / Dir. I

EA / PC # 02-047

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>BA</u>	<u>BA+MA</u>	<u> </u>
Experience:	<u>3</u>	<u>0</u>	<u> </u>
Others:	<u> </u>	<u> </u>	<u> </u>
Numerical Comparison (Substitution)	<u>4+3=7</u>	<u>4+2=6</u>	<u> </u>

II. Placement:

- a. Meets Qualifications Requirements? Yes 1 / 1 No. 1 / ✓
- b. If yes, exceeds by how many years / months: Yrs Mos
- c. If no to #1 above, lacks how many years / months: Yrs Mos
- d. Salary (PI and step) qualified for:

Albuquerque
Reviewing Personnel Specialist

3-17-03
Date

Approving Personnel Supervisor Date

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name John (Jack) Angello

Appl 1 / ✓ / EE 1 / 1

Vacancy / Position Dir I / Bookstore Mgr.

EA / PC # 02-047

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>BA</u>	<u>BA+MA</u>	
Experience:	<u>3</u>	<u>10 yrs, 11 mo.</u>	
Others:			
Numerical Comparison (Substitution)	<u>4+3=7</u>		

II. Placement:

- a. Meets Qualifications Requirements? Yes 1 / ✓ / No. 1 / 1
- b. If yes, exceeds by how many years / months: Yrs Mos
- c. If no to #1 above, lacks how many years / months: Yrs Mos
- d. Salary (PI and step) qualified for:

Reviewing Personnel Specialist

Date

EDC

Approving Personnel Supervisor

4.7.03

Date

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Erin K. Osborn

Appl 1 / 1 EE 1 / 1

Vacancy / Position Bookstore Manager

EA / PC # 02-047

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>BA</u>	<u>HS + 24</u>	
Experience:	<u>3</u>	<u>0</u>	
Others:			
Numerical Comparison	<u>4+3=7</u>	<u>HS+0=0</u>	
(Substitution)	<u>*No retail mgmt. experience.</u>		

II. Placement:

- a. Meets Qualifications Requirements? Yes 1 / 1 No. 1 / 1
- b. If yes, exceeds by how many years / months: Yrs Mos
- c. If no to #1 above, lacks how many years / months: Yrs Mos
- d. Salary (PI and step) qualified for:

[Signature] 4/22/03
Reviewing Personnel Specialist Date

[Signature] 4.25.03
Approving Personnel Supervisor Date

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Lulu Wang Appl 1✓/ EE 1 /
Vacancy / Position Director I (Bookstore Mgr) EA / PC # 02-047

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>BA</u>	<u>BA</u>	<u>* Business Admin.</u>
Experience:	<u>3</u>	<u>10.5 mo.</u>	
Others:			
Numerical Comparison (Substitution)	<u>4+3=7</u>		

II. Placement:

- a. Meets Qualifications Requirements? Yes 1 / 1 No. 1✓/
- b. If yes, exceeds by how many years / months: Yrs Mos
- c. If no to #1 above, lacks how many years / months: Yrs Mos
- d. Salary (PI and step) qualified for:

[Signature]
Reviewing Personnel Specialist

4/28/03
Date

[Signature]
Approving Personnel Supervisor

4-28-03
Date

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name David B. Roberto

Appl ☒ / ☐ EE ☐ / ☐

Vacancy / Position Director I. (Bookstore Mgr.)

EA / PC # 02-047

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>BA</u>	<u>BA</u>	<u>*Accounting</u>
Experience:	<u>3</u>	<u>3yrs, 10mo.</u>	
Others:			
Numerical Comparison (Substitution)	<u>4+3=7</u>		

II. Placement:

- a. Meets Qualifications Requirements? Yes ☒ / ☐ No. ☐ / ☐
- b. If yes, exceeds by how many years / months: Yrs ____ Mos ____
- c. If no to #1 above, lacks how many years / months: Yrs ____ Mos ____
- d. Salary (PI and step) qualified for:

[Signature] 4/28/03
Reviewing Personnel Specialist Date

[Signature] 4-28-03
Approving Personnel Supervisor Date

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Tricia I. Benavente

Appl 1 / 1 EE 1 / 1

Vacancy / Position Bookstore mgr.

EA / PC # 02-047

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>BA</u>	<u>BS</u>	
Experience:	<u>3 YRS</u>	<u>2-10</u>	
Others:			
Numerical Comparison (Substitution)			

II. Placement:

- a. Meets Qualifications Requirements? Yes 1 / 1 No. 1 / 1
- b. If yes, exceeds by how many years / months: Yrs Mos
- c. If no to #1 above, lacks how many years / months: Yrs Mos
- d. Salary (PI and step) qualified for:

Tricia I. Benavente
Reviewing Personnel Specialist

4/30/03
Date

[Signature]
Approving Personnel Supervisor

4-30-03
Date